

## ACCOUNTING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is important accounting work involving responsibility for supervising the proper analysis and maintenance of accounting records for the Department of Social Services. Work is performed under the administrative direction of the Commissioner of Social Services. Direct supervision is exercised over subordinate account-keeping clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews Local Commissioner Memoranda and Administrative Directives issued by New York State Department of Social Services to analyze the purpose and intent of the memoranda and directives;

Establishes and implements written fiscal procedures for various Federal and State welfare entitlement programs;

Supervises and trains account clerical personnel in Federal and State regulations and accounting procedures;

Prepares or supervises the preparation of financial program reports, including direct and indirect payments to clients, claims for reimbursement and administrative expenses;

Develops clerical procedures to comply with state and federal regulations;

Assists in formulating fiscal and accounting aspects of agency policy;

Maintains a claims register of monies received from the State Social Services Department;

Maintains a claims register of monies sent by the accounting division to the State Social Services Department;

Performs difficult or unusual accounting tasks;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Thorough knowledge of the laws and regulations which affect local welfare accounting operations; thorough knowledge of accepted accounting principles, techniques and procedures; ability to apply accounting principles in the performance of duties; ability to plan and direct work of others and accept responsibility for their performance; ability to teach and impart knowledge, information and develop skills of subordinates; ability to write clear and accurate reports and summaries; ability to establish and maintain successful relationships with others; good judgment; resourcefulness; initiative; tact; good powers of observation, perception and analysis.

ACCOUNTING SUPERVISOR (cont'd)

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree with specialization in business administration or accounting, and two (2) years experience in accounting, one (1) year of which must have been at the supervisory level; or
- b) Associate's degree with specialization in business administration or accounting, and four (4) years experience in accounting, two (2) years of which must have been at the supervisory level; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years experience in accounting, two (2) years of which must have been at the supervisory level; or
- d) An equivalent combination of training and experience as indicated in a), b) and c).

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.